



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

---

Office of the President

10 March 2016

MEMORANDUM CIRCULAR NO. 22

Series of 2016

**T O: All Faculty and Staff**

**R E: PAG-IBIG Loyalty Card**

Attached is a letter from Atty. William T. Veloso, Branch Head of PAG-IBIG Fund which is self-explanatory.

Those who are interested to avail of this loyalty card, may submit their names to Ms. Felicisima P. Israel of ODAHRD for consolidation and submission to PAG-IBIG office at Ormoc City. You will be informed of the schedule when PAG-IBIG staff will come for the on-line registration.

Please be guided accordingly.

  
**EDGARDO E. TULIN**

✍ President

cc: Ms. Felicisima P. Israel  
ODAHRD  
Records  
File



## Pag-IBIG FUND

(Home Development Mutual Fund)  
ORMOC Member Services Branch

Honey,  
Pls. forward to  
concerned office.

Thanks.

Wgnd

February 22, 2016

**DR. EDGARDO E. TULIN**

President – Visayas State University  
Baybay City

**Dear SIR :**

Greetings!

The Pag-IBIG Fund is now stronger than ever with over 14.8 million members as of 2014. With membership mandatory by virtue of R.A. 9679 (HDMF Law of 2009) for all government and private sector workers, self-employed individuals, businessmen and OFWs, we expect this to further grow in the years to come.

While we continue to fulfill our mandates of savings and home-financing, we are also seeking ways to add value and benefits to our members. One of these ways is the issuance of the **Pag-IBIG LOYALTY CARD** which entitles all active members to benefits from partner institutions which may range from special discounts, special product offers, and points exchangeable for reward items.

Relative thereto, we are pleased to inform you that your agency has been identified as one of the early recipients of this *Loyalty Card Program*.

We will be deploying our facility at your office for the purpose preferably in a location where there is a fast internet connection. A card issuance fee of P100 payable in cash will be charged to interested employees. Please refer to the attached set of guidelines for your reference and compliance.

For further inquiries, please coordinate with *Mr. Leo A. Larraga*, Chief of Marketing and Sales at office landline (PLDT)(053)832-1649 or mobile no. (Globe) 0917-315-3180. We would be glad to assist you to discuss details and deployment schedule.

Thank you for giving us this opportunity to serve you.

Very truly yours,

**WILLIAM T. VELOSO**

Branch Head



## GUIDELINES FOR LOYALTY CARD ISSUANCE:

1. Pag-IBIG LOYALTY CARD entitles all active members to benefits from partner institutions which may range from special discounts, special product offers, and points exchangeable for reward items.
2. Only EMPLOYERS who have REGISTERED ONLINE and with corresponding Employer ID No. are eligible for Card Issuance.
3. Only ACTIVE Pag-IBIG Members with UPDATED CONTRIBUTIONS who have REGISTERED ONLINE and who have the corresponding Registration Tracking Number (RTN) and/or Pag-IBIG Membership ID No. (MID) are eligible for Card Issuance.
4. Pag-IBIG ID Nos. which start with "9" (series), "10" (series) and "12" (series) are considered REGISTERED ONLINE and therefore eligible for issuance. All other numbers, applicants need to REGISTER ONLINE at [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph) and follow the herein procedure: a.) Click *E-Services*, b.) Click *Online Registration*, c.) Click *Membership Registration*, d.) Click *Register As NEW*, e.) Click *Submit*, and f.) Click *Print*.
5. A CARD ISSUANCE FEE of P100 will be collected from each beneficiary.
6. Validation of MID number by a Marketing Staff at the branch office is required for all WALK-IN applicants prior to payment of the Card Fee and card issuance.
7. The LOYALTY CARD can serve as a VALID ID for PAG-IBIG TRANSACTION, so all applicants are encouraged to wear ATTIRE WITH COLLAR at the time of PHOTO-CAPTURE.
8. Employers may request for ON-SITE DEPLOYMENT (*Issuance at their Respective Agency Locations*), but a GOOD LOCATION in their area with a FAST INTERNET CONNECTION is required to facilitate servicing, in addition to compliance on item nos. 2 to 4 above.
9. **ON-SITE:** The Employer shall provide Pag-IBIG the latest Remittance Documents – PFR/s (Pag-IBIG Fund Receipt) & Collection List/s. The List/s (as required under the present "**flash drive/USB/soft copy**" system) shall reflect the MID No. of each employee.
10. **ON-SITE:** The Card Operator shall choose the option "SALARY DEDUCTION" instead of "CASH" for THE PROCESS TO PROCEED. However, the Card Operator and/or the Pag-IBIG Marketing Staff (if around) shall ensure that two (2) copies of a RECORD SHEET provided by the employer, is maintained,

properly signed and conformed by each employee-beneficiary for **Billing Statement** purposes later. The completed record sheets (1 copy for Employer and 1 copy for Pag-IBIG) will be used as basis for the TOTAL AMOUNT PAYABLE by the employer which shall be paid in CASH to Pag-IBIG Ormoc at a reasonable period of time as agreed by both parties.

*Note: This is being done as the Pag-IBIG Ormoc Branch cannot deploy an on-site collector as the office has only one teller who does full-time servicing at Gaisano Riverside Ormoc. On the other hand, the branch office is likewise restricted to designate a Special Teller for the purpose per existing internal office policies and COA regulations.*

11. **ON-SITE:** An employee-beneficiary may opt to PAY IN CASH prior to actual issuance on-site, but such will have to be done by paying directly at the Pag-IBIG Gaisano Riverside Ormoc office.
12. **ON-SITE:** Employers who request for on-site deployment will have to notify Pag-IBIG Fund Ormoc MSB as soon as necessary to be included in the deployment schedule. It shall be on a "first-come, first-served" basis and chosen date shall depend on its availability.
13. **For further details on the LOYALTY CARD PROGRAM, please visit our website at [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph).**
14. **For confirmation on on-site schedule, please email at [ormoc\\_msb@pagibigfund.gov.ph](mailto:ormoc_msb@pagibigfund.gov.ph) or call our office landline @ (PLDT) (053) 832-1649 or you may call or text Leo A. Larraga (Globe) 0917-315-3180 or Kevin A. Siosana (TM) 0935-800-3810.**